

To Add Core/Individual Competencies, please review the following screenshots:

The screenshot displays the HCM Production web application interface. On the left is a 'Menu' sidebar with a search bar and a list of navigation options. The main content area shows a 'Judgement and Decision Making' section with a description and a 'Created By' field. Below this is a link labeled '+ Add Core/Individual Competencies'. A black arrow points from a text box at the bottom to this link. The bottom of the screen shows a Windows taskbar with various application icons and a system clock indicating 10:15 AM on 8/11/2016.

Menu

Search:

- My Favorites
- Self Service
- Manager Self Service
 - Time Management
 - Job and Personal Information
 - Compensation and Stock
 - Learning and Development
 - Performance Management
 - Performance Documents
 - Create Documents
 - Current Documents
 - Historical Documents
 - View-Only Documents
 - Mass Approval
 - Approve Documents
 - View Approval Status
 - Manager Review Rating Report
 - Maintain Performance Notes
 - Review Transactions
 - Agency Security
 - Agency Security Reset
 - Workforce Administration
 - Benefits
 - Compensation
 - Time and Labor
 - Payroll for North America
 - Global Payroll & Absence Mgmt
 - Workforce Development
 - Organizational Development
 - Enterprise Learning
 - Workforce Monitoring

Accepted full responsibility for self and contribution as a team member; displays honesty and truthfulness; confronts problems quickly; displays a strong commitment to organizational success and inspires others to commit to goals; demonstrates a commitment to delivering on his/her public duty and presenting oneself as a credible representative of the Agency and State to maintain the public's trust.

- Critical: Yes

Created By: Template 08/11/2016 9:55AM

Judgement and Decision Making

Description : Analyzes problems by evaluating available information and resources; develops effective, viable solutions to problems that can help drive the effectiveness of the department and/or State of Georgia.

- Critical: Yes

Created By: Template 08/11/2016 9:55AM

+ Add Core/Individual Competencies

Section Summary

Section Weight: 25 % (not less than 25%)

Section 2 - Individual Goals

Individual Goals will be evaluated by: Employee, Manager

+ Add Individual Goals

Section Summary

Section Weight: 50 %

Section 3 - Job Responsibilities

Please cursor on "Add Core/Individual Competencies" then left click on the mouse

The follow page will appear:

Click the highlighted “Search”.

Current Documents x

https://route88.state.ga.us/psp/.../EMPLOYEE/HRMS/c/ROLE_MANAGER.EP_CURRENT_MY_PRF.GBL?PORTALPARAM_PTCNAV=HC_EP_CURRENT_MY_PRF_MGR_GBL&EOPP.SCNode=HRMS&EOPP.SCPortal=EMPLOYEE&EOPP.SCName=CO_MAN...

Apps | Suggested Sites | 2013 Enroll or Update | Log On | SAO Employee Self Se | Suggested Sites (1) | 2013 Enroll or Update | Imported From IE | DOAS-Home | Imported | Transfer Document | Review Paycheck | Missing Documents | Job Summary | Home | Blue Cross Bl

TeamWorks

HCM Production

Home | Worklist | Add to Favorites | Sign out

[New Window](#) | [Help](#) | [Customize Page](#)

Menu

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Performance Document - Annual Performance Review

Add a Core/Individual Competencies

Search	Criteria
Title:	<input type="text"/>
Content Group Type:	Behavioral Comps ▼
Search	

[Return to Performance Criteria](#)

10:19 AM
8/11/2016

After clicking search, you will receive a list of behavioral Comps. On this screen, you will click “Adheres to HIPAA Regulations” – once you have clicked on that item, a check mark will appear to the left of Adheres...” Then you will click the highlighted “Save”.

The screenshot shows the HCM Production web application interface. The browser address bar displays the URL: https://route88.state.ga.us/psp/sao/EMPLOYEE/HRMS/c/ROLE_MANAGER.EP_CURRENT_MY_PRF.GBL?PORTALPARAM_PTCNAV=HC_EP_CURRENT_MY_PRF_MGR_GBL&EOPP.SCNode=HRMS&EOPP.SCPortal=EMPLOYEE&EOPP.SCName=CO_MAN. The page title is "Performance Document - Annual Performance Review" and the subtitle is "Add a Core/Individual Competencies".

The "Search Criteria" section shows "Content Group Type" set to "Behavioral Comps". The "Search Results" section displays a list of competencies with checkboxes. The "Adheres to HIPAA Regulations" competency is selected, indicated by a checkmark. A yellow "Save" button is highlighted at the bottom of the list. A black arrow points from the text above to the "Adheres to HIPAA Regulations" item, and another black arrow points from the text above to the "Save" button.

Core/Individual Competencies
<input type="checkbox"/> Talent Management
<input type="checkbox"/> Transformers of Government
<input type="checkbox"/> Communication
<input type="checkbox"/> Flexibility
<input type="checkbox"/> Professional Development
<input type="checkbox"/> Negotiation and Influence
<input type="checkbox"/> Conflict Management
<input type="checkbox"/> Cultural Awareness
<input type="checkbox"/> Team Leadership
<input type="checkbox"/> Teaching Others
<input type="checkbox"/> Initiative
<input type="checkbox"/> Project Management
<input type="checkbox"/> Creativity and Innovation
<input checked="" type="checkbox"/> Adheres to HIPAA Regulations

[Select All](#) [Deselect All](#)

Save

[Return to Performance Criteria](#)

After clicking “Save” the behavior competency now appears on the PMP.

This competency must be marked as Critical. Click here to edit the critical setting to Yes

The screenshot displays the TeamWorks HCM Production interface. The left sidebar contains a 'Menu' with various navigation options. The main content area shows three competency cards: 'Accountability', 'Judgement and Decision Making', and 'Adheres to HIPAA Regulations'. The 'Adheres to HIPAA Regulations' card is selected, showing its description and a 'Critical: No' status. A red arrow points to the 'Critical: No' status, and another red arrow points to the 'Add Core/Individual Competencies' link. Below the competency cards, there are sections for 'Section Summary' and 'Section 2 - Individual Goals'. The 'Section Summary' section shows a 'Section Weight' of 25% and a 'Section 3 - Job Responsibilities' section with a 'Section Weight' of 50%.

Current Documents

https://route88.state.ga.us/psp/sao/EMPLOYEE/HRMS/c/ROLE_MANAGER.EP_CURRENT_MY_PRF.GBL?PORTALPARAM_PTCNAV=HC_EP_CURRENT_MY_PRF_MGR_GBL&EOPP.SCNode=HRMS&EOPP.SCPortal=EMPLOYEE&EOPP.SCName=CO_MAN

Apps | Suggested Sites | 2013 Enroll or Update: | Log On | SAO Employees Self Se | Suggested Sites (1) | 2013 Enroll or Update: | Imported From IE | DOAS-Home | Imported | Transfer Document | Review Paycheck | Missing Documents | Job Summary | Home | Blue Cross Bl

TeamWorks

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- Global Payroll & Absence Mgmt
- Workforce Development
- Organizational Development
- Enterprise Learning
- Workforce Monitoring
- Set Up HRMS
- Enterprise Components
- Worklist
- Reporting Tools
- PeopleTools
 - Change My Password
 - My Personalizations
 - My System Profile
 - My Dictionary

Accountability

Description : Accepts full responsibility for self and contribution as a team member; displays honesty and truthfulness; confronts problems quickly; displays a strong commitment to organizational success and inspires others to commit to goals; demonstrates a commitment to delivering on his/her public duty and presenting oneself as a credible representative of the Agency and State to maintain the public's trust.

- Critical: Yes

Created By: Template 08/11/2016 9:55AM

Judgement and Decision Making

Description : Analyzes problems by evaluating available information and resources; develops effective, viable solutions to problems that can help drive the effectiveness of the department and/or State of Georgia.

- Critical: Yes

Created By: Template 08/11/2016 9:55AM

Adheres to HIPAA Regulations

Description : Has been trained and adheres to established policies on privacy and security requirements for compliance with the Health Insurance Portability and Accountability Act ("HIPAA"), as applicable by Agency policy.

- Critical: No

Created By: Dandy Richardson 08/11/2016 10:28AM

+ Add Core/Individual Competencies

Section Summary

Section Weight: 25 % (not less than 25%)

Section 2 - Individual Goals

Individual Goals will be evaluated by: Employee, Manager

+ Add Individual Goals

Section Summary

Section Weight: 50 %

Section 3 - Job Responsibilities

javascript:submitAction_win0(document.win0,EP_BTN_LINK_WRK_EP_EDIT_ITEM_PBS5);

10:29 AM 8/11/2016

Click in the box to the left of “Critical” – a check mark will appear, then click update

The screenshot shows the TeamWorks HCM Production interface. The main content area is titled "Performance Document - Annual Performance Review" and "Edit Core/Individual Competencies". It displays the following information:

- Title:** Adheres to HIPAA Regulations
- Description:** Has been trained and adheres to established policies on privacy and security requirements for compliance with the Health Insurance Portability and Accountability Act ("HIPAA"), as applicable by Agency policy.
- Created By:** Dandy Richardson
- Created On:** 08/11/2016 10:26AM

Below this information, there is a "Critical" checkbox (currently unchecked) and an "Update" button. An arrow points from the instruction text to the "Critical" checkbox, and another arrow points to the "Update" button. The sidebar menu on the left includes options like "My Favorites", "Self Service", "Manager Self Service", "Performance Management", and "Performance Documents". The header bar shows "HCM Production" and navigation links like "Home", "Worklist", "Add to Favorites", and "Sign out".

The Critical setting has changed to Yes.

The screenshot displays the TeamWorks HCM Production web application interface. The browser address bar shows the URL: https://route88.state.ga.us/psp/sao/EMPLOYEE/HRMS/c/ROLE_MANAGER.EP_CURRENT_MY_PRF.GBL?PORTALPARAM_PTCNAV=HC_EP_CURRENT_MY_PRF_MGR_GBL&EOPP.SCNode=HRMS&EOPP.SCPortal=EMPLOYEE&EOPP.SCName=CO_MAN. The application header includes the 'TeamWorks' logo and 'HCM Production' text. A left-hand menu lists various navigation options, with 'Performance Documents' expanded to show 'Current Documents'. The main content area displays three competency cards: 'Accountability', 'Judgement and Decision Making', and 'Adheres to HIPAA Regulations'. The 'Adheres to HIPAA Regulations' card is highlighted, showing a description, a 'Critical: Yes' status, and creation/modification details. Below the cards, there is a 'Section Summary' with a 'Section Weight' of 25%, followed by 'Section 2 - Individual Goals' and another 'Section Summary' with a 'Section Weight' of 50%. A black arrow points from the text 'The Critical setting has changed to Yes.' to the 'Critical: Yes' status on the 'Adheres to HIPAA Regulations' card. The Windows taskbar at the bottom shows the time as 10:30 AM on 8/11/2016.

Current Documents

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Worklist
Reporting Tools
PeopleTools
Change My Password
My Personalizations
My System Profile
My Dictionary

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Critical: Yes

Created By: Template 08/11/2016 9:55AM

Judgement and Decision Making

Description : Analyzes problems by evaluating available information and resources; develops effective, viable solutions to problems that can help drive the effectiveness of the department and/or State of Georgia.

Critical: Yes

Created By: Template 08/11/2016 9:55AM

Adheres to HIPAA Regulations

Description : Has been trained and adheres to established policies on privacy and security requirements for compliance with the Health Insurance Portability and Accountability Act ("HIPAA"), as applicable by Agency policy.

Critical: Yes

Created By: Dandy Richardson 08/11/2016 10:28AM
Last Modified By: Dandy Richardson 08/11/2016 10:30AM

+ Add Core/Individual Competencies

Section Summary
Section Weight: 25 % (not less than 25%)

Section 2 - Individual Goals

Individual Goals will be evaluated by: Employee, Manager

+ Add Individual Goals

Section Summary
Section Weight: 50 %

javascript:submitAction_win0(document.win0,EP_BTN_LINK_WRK_EP_EDIT_ITEM_PB55);

10:30 AM
8/11/2016